

**MINUTES
PARK COMMITTEE
Wednesday, October 28, 2015
City Hall, Room 207
5:30 P.M.**

MEMBERS PRESENT: Aldermen Jerry Wiezbiskie, Joseph Moore, Brian Danzinger, and David Nennig

MEMBERS ABSENT: None

OTHERS PRESENT: Dawne Cramer, Dan Ditscheit, Keith Wilhelm, Mike Reed, Chuck Stangel, Rick Jensen, Chief Litton, & Ald. Steuer

Approval of the minutes of the meeting of September 30, 2015

A motion was made by Ald. Nennig and seconded by Ald. Moore to approve the minutes of the meeting of September 30, 2015. Motion carried.

Adoption of the Agenda

A motion was made by Ald. Moore and seconded by Ald. Nennig to adopt the agenda of the October 28, 2015, Park Committee meeting. Motion carried.

1. Discussion/Action on a request by the Green Bay Fire Department to install an emergency siren at Red Smith Park

The Fire Department approached Park staff about installing an emergency siren at Red Smith Park. There is a large gap in the Red Smith area for notification in the event of a tornado, severe weather, or other emergencies. The park location was chosen because it is owned by the City, has available power, and is centered in an area that needs protection. Park staff met with Chief Litton to select an appropriate location within the park. The siren would sit on top of a 50-foot-tall wood post. We would be looking at the northeast corner of the hockey rink. There are already two wood poles with sports lighting surrounding the hockey rink in that area. A third pole in that area would not be as noticeable. Also, the siren can utilize the electric services to the sports lighting.

Ald. Nennig questioned if NWTC could assist with installing this pole since they were able to help installing the others. Staff will look into it.

Fire Chief Litton, 2847 Durham Road – On the east side of the City, there are large areas that are not covered by the outdoor warning sirens. Because of the large population there including a school, preschool, and church, Red Smith Park would be an ideal location for a siren. We own the park, and there is power already available. Sirens typically sit on a 50-foot pole. There are three known manufacturers of these

sirens, and the project will go out for bids. In the near future, two more sirens will be proposed for installation to fill in additional gaps in the City.

Ald. Wiezbiskie said that he brought this forward at the request of a constituent. The Red Smith Neighborhood Association members were upset that this proposal was not reviewed with them ahead of time.

Ald. Moore asked if this was the siren that was funded with the surplus of 2014. Chief Litton replied that \$30,000 was bonded for this siren, which is the cost of the siren plus installation. If NWTC is able to help with the installation, the installation could hold off until the spring of 2016. He has been working with the Public Works Department on the electrical portion of the project, but it might have to go out for bid if they cannot do the work.

Ald. Danzinger inquired if staff had coordinated with Brown County Emergency Management on the location of this siren. Chief Litton said there has been coordination, and that after the City installs the siren, Brown County is in charge of maintenance.

Ald. Wiezbiskie asked if staff could contact the neighborhood association. Staff replied yes.

A motion was made by Ald. Nennig and seconded by Ald. Moore to approve the request by the Green Bay Fire Department to install an emergency siren at Red Smith Park contingent upon all costs being the responsibility of the Green Bay Fire Department and all proper permits and insurances being obtained. Motion carried.

2. Discussion/Action on a request by the City of Green Bay to modify the existing Fox River Trail easement with Wisconsin Public Service north of Elm Street

On December 11, 2013, the Park Committee approved accepting a grant from the DNR to replace the Fox River Trail from Main Street north to where the East River meets the Fox River. It is a 50/50 grant that totals \$335,000. The City would be responsible for \$167,500, which we bonded for in 2013. The City owns the property on the southern half of the reconstructed trail project. Wisconsin Public Service owns the property along the northern half of the trail reconstruction project. The City has an existing 20-foot permanent trail easement with Wisconsin Public Service for the existing trail. There is an existing dock wall along this easement section. The existing trail was constructed in close proximity to this dock wall. Over the years, the soil adjacent to the dock wall has settled, causing the trail to settle. The City requested that Wisconsin Public Service widen the existing trail easement and make a few modifications to the language of the original easement. Wisconsin Public Service has agreed to the following modifications to the easement:

- Add an additional five feet along the eastern edge of the existing easement, making it a 25-foot-wide permanent trail easement.

- The original easement did not allow bicycles on the trail. This revision will allow bicycles.
- This revision will also allow the trail to be widened from 7 feet to 11 feet if desired. We will actually construct a 10-foot-wide trail to match the trail width to the south.

The Law Department has reviewed the easement and has no concerns.

Ald. Nennig has received comments on the trail being too narrow, and he feels this is a good way to address it.

A motion was made by Ald. Nennig and seconded by Ald. Moore to approve the Fox River Trail easement modifications with Wisconsin Public Service north of Elm Street. Motion carried.

3. Discussion/Action on a request by Wisconsin Public Service to grant them a 5-foot utility easement adjacent to the Fox River Trail north of Elm Street

Wisconsin Public Service has a parking lot constructed just north of Elm Street adjacent to the existing Fox River Trail. This parking lot has been in place for many years. The parking lot curb has been constructed right up to the west property line approximately 10 feet away from the Fox River Trail. The parking lot is currently lit and has been for many years. These existing parking lot light poles were installed on City property in close proximity to the property line. All of the underground wiring for these lights is also installed on City property. Since the City was interested in updating the trail easement directly to the north, Wisconsin Public Service thought this would be the appropriate time to clean up all of the easement issues along this stretch of trail. Wisconsin Public Service has requested a 5-foot permanent utility easement to maintain and/or replace these parking lights in the future. Staff was not able to find any information as to how the lighting was originally approved when it was installed. There is currently no easement in place for these light poles. Staff and the Law Department have reviewed this request and the proposed easement and have no concerns. This request will not affect the Fox River Trail reconstruction.

A motion was made by Ald. Moore and seconded by Ald. Nennig to approve the request by Wisconsin Public Service to grant them a 5-foot utility easement adjacent to the Fox River Trail north of Elm Street. Motion carried.

4. Discussion/Action on a request by Wisconsin Public Service to grant them a 20-foot utility easement located on Parcel #6H-1036 in the Oneida Greenway

Wisconsin Public Service contacted the City to request a permanent utility easement through Parcel 6H-1036 in the Oneida Greenway. The proposed easement is 20-feet wide and approximately 148-feet long. The Oneida Golf Course would like Wisconsin Public Service to install a 2-inch gas line to their maintenance building. There is an existing access drive running through the City's property leading to the maintenance building. Wisconsin Public Service is proposing to install this gas line on the west side of this existing drive. They will be boring this line instead of trenching because the

easement crosses a creek, and the site is heavily-wooded. Wisconsin Public Service would like to install this gas line yet this fall. Staff has no concerns with this request. The Law Department is currently reviewing the easement.

A motion was made by Ald. Moore and seconded by Ald. Nennig to approve the request by Wisconsin Public Service to grant a 20-foot utility easement located on Parcel #6H-1036 in the Oneida Greenway contingent upon final approval by the Law Department and all proper permits and insurances being obtained. Motion carried.

5. Report of the Purchasing Manager

A. Request approval to award a contract to replace the hydraulic cylinder in the freight elevator at City Hall to Kone, Inc. for \$37,895, and approval to issue a change order for \$13,850 if re-drilling of the cylinder shaft is required

Purchasing Manager Rick Jensen said we are currently operating a 55-year-old freight elevator to service the lower level and main floor. It is operating efficiently at this time. However, the way the cylinder is designed it is unprotected. If there is an oil leak and that seeps into the ground, we are looking at a very expensive repair and restoration project. This same scenario happened to the Water Utility in the last few years. This has been on the Park Department's radar for the last couple of years. We went out for bid and received three. One was labeled unresponsive because the company did not comply with our bid request. We are recommending the award to the low bidder. The contingency plan comes into play because the contractor will not know if re-drilling will be necessary until they see the shaft.

Ald. Moore wanted clarification that the freight elevator was in a temperature-controlled environment. R. Jensen said it was.

A motion was made by Ald. Moore and seconded by Ald. Nennig to approve the award of a contract to replace the hydraulic cylinder in the freight elevator at City Hall to Kone, Inc. for \$37,895 and approve to issue a change order for \$13,850 if re-drilling of the cylinder shaft is required. Motion carried.

B. Request approval to award a contract for roof repairs at the Park Shop to the low responsive, responsible bidder

Purchasing Manager Rick Jensen explained as of the publishing of this agenda, the bids had not come back yet. We have now received three bids for this work, and we are recommending the contract to Northeastern Roofing Inc. for \$15,000.

Staff added that this is for a roof repair located in the back of the main building of the Park Shop, which used to be the old shop.

Park Superintendent Keith Wilhelm said the old shop is 60+ years old. Attached to that is an old office addition with a flat roof that needs to be replaced. A contractor

looked at that roof and all other roofs associated with the old shop. There are about 20 roof penetrations that need to be re-caulked. We would like one contractor to do all of the work at once.

Ald. Wiezbiskie questioned if there was any thought given to changing the configuration of the roof from a flat surface to a pitched one. K. Wilhelm said there was not because the new roof would be one piece, have no penetrations, and will last for decades. It is something we can repair going forward. The roof on the main shop is in good repair at this time.

A motion was made by Ald. Moore and seconded by Ald. Nennig to approve the award of a contract to Northeastern Roofing Inc. for \$15,000 for roof repairs at the Park Shop. Motion carried.

6. Director's Report

Construction has begun on the installation of the two new rides at Bay Beach Amusement Park. The wading pool has been removed, and the ride footings are currently being installed.

The west-end parking lot at Bay Beach should be completed within the next few weeks.

Bay Lakes Regional Plan Commission and the DNR coordinated with the City to hire a contractor to spray herbicide to kill the phragmites along the Bay Beach shoreline. We will mow later this winter.

Navarino Park playground installation is completed.

The contractor has begun work on the splash pad construction at Tank Park.

Our Bubble Bubble Toil & Trouble Halloween event was held this past Saturday at Bay Beach Pavilion from 2-5 p.m. Events included a Halloween maze, train rides, costume contest, Monster Mash contest, face painting, bat toss, pumpkin bowling, magic wand obstacle course, and the spider launch. Over 200+ people attended the event.

Chuck Stangel was recently hired as the new Senior Landscape Architect for the Parks, Recreation, & Forestry Department and was introduced to the Committee. Chuck is a Wisconsin-registered landscape architect who has been employed for over 30 years with several landscape contractors including Tillmann Landscape, Vande Hey Company, and Green Bay Nursery. In addition to his experience in landscape contracting, Chuck also served as a chairperson for the Little Chute Parks Advisory Board for 14 years where he had the opportunity to offer input regarding parks projects and to design parks for the Village at both the conceptual and detailed level.

We have completed the regrading of the hill at Triangle to better match the alignment of the new cable system.

Congratulations to our Recreation Division staff – James, Ann, Pat, and Jeremy – for receiving the Silver Star Most Outstanding State Programming award. They received this award for our “FIT in the Parks” programming series. They were chosen for this award due to their overall efforts to reach out and work jointly with health and wellness professionals and local businesses to produce a program initiative which truly supported individuals’ health and wellness within our community.

Congratulations to Sue DeBruin, our long-time volunteer at the Wildlife Sanctuary, for winning the Green Bay Packers Community Quarterback award. This award is given to a member of the community who demonstrates leadership, dedication, and a commitment to bettering their communities through volunteerism. Sue has been volunteering at the Wildlife Sanctuary for over 20 years.

Ald. Danzinger commented that he has witnessed S. DeBruin’s volunteer work firsthand and feels she does excellent work for the Wildlife Sanctuary. She is also an advocate and ambassador for everything that the Sanctuary does. She is a great supporter who has recruited volunteers, and more importantly, does a great job of instilling and inspiring the community to visit the Sanctuary. Prior to his involvement with the City, he was first exposed to the Wildlife Sanctuary through S. DeBruin and has become much more of a committed member to that organization because of her efforts. The award was very well-deserved.

Wildlife Sanctuary Director Mike Reed added that S. DeBruin will be receiving her award at the January 3, 2016, Packer game.

A motion was made by Ald. Danzinger and seconded by Ald. Moore to receive and place on file the Director’s Report. Motion carried.

A motion was made by Ald. Danzinger and seconded by Ald. Moore to adjourn the meeting. Motion carried.

Meeting adjourned at 5:57 p.m.